

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 223  
DECEMBER 14, 2011 – WORK SESSIONS**

**Island County Treasurer  
Summary Minutes**

Work Session was held between the County Commissioners and the Treasurer on Wednesday, December 14, 2011, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member (Excused)

**Staff:** Pam Dill

**Present:** Ana María d Nunez, Treasurer

**Others Present:** Elaine Marlow, Budget Director

Record Part 1 @00:07

**Subject: Off-site storage of digitized records**

**Attachment:** yes

**Discussion:** Ana Maria discussed storage of digitized records offsite and the destruction of checks sent to Key Bank via remote deposit. She has forwarded a contract between the Office of the Treasurer and Washington State Digital Archives for record storage to Betty Kemp for risk review.

The state Local Records Committee will be meeting on Thursday, December 15, 2011 at the Washington State Archives to review local government records retention schedules. The change will allow destruction once the deposit is verified by the bank. The policy in the Treasurer's office will be to retain the checks until the bank statement has been completed and then destroy the following month.

**Subject: Doxo- new format for paying property taxes online**

**Attachment:** yes

**Information:** Anna Maria Nunez briefed the Board on the benefits of using Doxo, a consolidated digital file cabinet that will allow the Treasurer's office to view, pay, manage, and file their documents online.

**Follow up:** Contract will come back before the Board once through legal review.

**Administrative Services  
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, December 14, 2011 at 1:40 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member (excused)

**Staff:** Pam Dill

**Staff Present:** Melanie Bacon, Human Resource Director, Dan Sherk, Betty Kemp

**Others Present:** Elaine Marlow, Budget Director

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 224  
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Record Part 1 @ 32:25

**GSA**

**Subject/Description: Dog license fees**

**Attachment:** yes

**Discussion:** Betty Kemp briefed the Board on the work done to date. Surveys for license fee comparison with other counties were completed and presented to the Board in June of 2011. The Board recommended a re-review of the fees and the removal of the Group/breed license fee. Betty worked with Animal Control and Animal shelter contractors and the Treasurer's office regarding selling multi-year license tags, selling license tags on line and the group/breed fees. All parties agreed to remove the group/breed and multi-year license fees. The Treasurer advised that any license tag purchased on-line would increase the fee by \$7.00 (\$2.00 to Official Payments and a \$5.00 processing fee to the Treasurer's office for shipping and handling costs.)

The Board agreed with increasing the fees as follows:

Annual/Unaltered	Current: \$25.00 Proposed: \$50.00
Annual/Altered	Current: \$ 7.00 Proposed: \$15.00
Senior/Unaltered	Current: \$20.00 Proposed: \$40.00
Senior/Altered	Current: \$ 4.00 Proposed: \$10.00

The Board supported deleting the group/breed and multi-year license fees and the late penalty fee (ICC 6.08.050B). The Board did not support the additional \$7.00 on-line fee.

**Follow up:** Okay with Board to move forward with proposed changes. Work with the Treasurer's office to make the purchase of dog licenses available on-line.

**Facilities**

**Subject/Description: Camano Center – Name on County Building**

**Attachment:** yes

**Action Requested:** The Camano Senior Services Association is requesting the County change the name on the sign at the county building because they have a trademark for the name "Camano Center". The Board had no problem with changing the name.

**Follow up:** Dan Sherk will work with Commissioner Emerson regarding the name change. It was suggested by Commissioner Homola that Camano Senior Services be contacted about fundraising for a new sign.

**Human Resources**

**Subject/Description: Staff Performance Appraisal Schedule**

**Attachment:** none

**Action Requested:** Postponed.

**Follow up:**

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 225  
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**Planning & Community Development  
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, December 14, 2011 at 2:150 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member (excused)

**Staff:** Pam Dill

**Staff Present:** Andy Griffin, Paula Bradshaw

**Others Present:** Elaine Marlow, Budget Director

Record Part 1 @01:10:00

**Subject/Description:** Continued discussion on the 2012 proposed Land Use Fee schedule

**Attachment:** yes

**Action Requested:** Approval to move forward with 2012 Land Use Fee schedule to include only the addition of fees for the new Ebey's Design Standards, a fee for an appeal of the Clean Water Utility charges and recording fees for franchise permits.

**Follow up:** Okay with Board to move resolution forward to Monday's meeting.

**Subject/Description:** Interlocal Agreement between Island County, the Town of Coupeville, and the Trust Board of Ebey's Landing National Historic Reserve

**Attachment:** yes

**Action Requested:** Approval to move forward with Interlocal Agreement between Island County, Town of Coupeville, and the Trust Board of Ebey's Landing National Historical Reserve relating to the historical preservation and protection within the Ebey's Landing National Historical Reserve as established under Chapter 17.04A ICC and Chapter 16.13 CTC

**Follow up:** Okay with Board to move forward to Monday's meeting.

**Assessor  
Summary Minutes**

Work Session was held between the County Commissioners and the Assessor on Wednesday, December 14, 2011, at 2:45 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member (excused)

**Staff:** Pam Dill

**Present:** Mary Engle, Assessor

**Others Present:** Elaine Marlow, Budget Director

Record Part 1 @01:36:15

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 226  
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**Subject/Description:** Farm and Agricultural committee and the applicants

**Attachment:** yes

**Action Requested:** The application deadline ended on November 21, 2011. Two applications were received.

**Follow up:** Re-advertise in January.

**Subject/Description:** Fee schedule for Current Use properties

**Attachment:** draft resolution, proposed fee increase

**Action Requested:** Approval to move forward with proposed fee increase.

**Follow up:** Okay with Board to move forward with a public meeting on proposed fee increase in January.

**Juvenile & Family Court Services**

**Summary Minutes**

Work Session was held between the County Commissioners and the Juvenile Department on Wednesday, December 14, 2011, at 3:25 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

<b>County Commissioners:</b>	<b>Angie Homola, Chair</b>	<b>Staff: Pam Dill</b>
	<b>Helen Price Johnson, Member</b>	
	<b>Kelly Emerson, Member (excused)</b>	

**Staff Present:** Andrew Somers

**Others Present:** Elaine Marlow, Budget Director

Record Part 1 @2:19:26

**Subject:** Agreement for Professional Services

**Attachment:** yes

**Proposed Action:** Approval of Agreement for Professional Services between Island County Juvenile Court and Sara Fay Andrews; Contract Term: 1/1/12 through 12/31/12; Contract Amount: Not to exceed \$4000.00.

**Follow-up:** Okay with Board.

**Prosecuting Attorney**

**Summary Minutes**

Work Session was held between the County Commissioners and Prosecutor on Wednesday, December 14, 2011, at 3:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

<b>County Commissioners:</b>	<b>Angie Homola, Chair</b>	<b>Staff: Pam Dill</b>
	<b>Helen Price Johnson, Member</b>	
	<b>Kelly Emerson, Member (excused)</b>	

**Present:** Greg Banks, Prosecuting Attorney

**Others Present:** Elaine Marlow, Budget Director

Record Part 1 @2:22:00

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 227  
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**Subject: Vouchers**

**Attachment:** yes

**Proposed Action:** Approval of voucher in the amount of \$80.04 for lunch/beverages (staff & outside attorney) and ferry tickets. The Personnel Policies and Procedures Manual does not explicitly authorize or prohibit such expenditures.

*Commissioner Price Johnson moved to authorize a onetime reimbursement and directed the Budget Director to draft amendment language to the policy to address such expenditures. The motion was seconded by Commissioner Homola and carried unanimously.*

**Budget Director  
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, December 14, 2011, at 2:25 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair

**Staff:** Pam Dill

Helen Price Johnson, Member

Kelly Emerson, Member (excused)

**Staff Present:** Elaine Marlow, Budget Director

Record Part 1 @01:21

**Subject/Description:** Consider applicant for reappointment to Island County Housing Authority

**Attachments:** yes

**Action Requested:** Consider applicant for reappointment to Island County Housing Authority.

**Follow-up:** Move recommendation forward to Monday's meeting.

**Subject/Description:** Commissioners Travel Allowance

**Attachments:** draft travel guidelines

**Action Requested:** Review draft of Commissioner Travel Guidelines.

**Follow-up:** Bring back to work session in January.

Record Part 1 @2:30:36

**Subject/Description:** Consider appointments to the newly established Historic Preservation Commission (HPC)

**Attachments:** yes

**Action Requested:** Consider applicants for the newly established Historic Preservation Commission.

**Follow-up:** Move recommendation forward to Monday's meeting.

**Subject/Description:** Board Committee assignments

**Attachments:** yes

**Action Requested:** The Board reviewed committee assignments for 2012.

**Follow-up:** Okay to move forward to Monday's meeting.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 228  
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**Subject/Description:** Joint Advisory Board (2<sup>nd</sup> 2% committee) – members representing the lodging industry

**Attachments:** yes

**Information:** The City of Langley has appointed Jim Pensiero of the Saratoga Inn in Langley to fill the Langley incorporated position previously held by Joanne Lechner. Joanne Lechner's lodging establishment is located in the unincorporated area of South Whidbey and she would like to fill the vacant position for unincorporated South Whidbey.

**Follow-up:** Okay with Board to move recommendation forward to a Monday meeting.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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Helen Price Johnson, Chair

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Kelly Emerson, Member

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Angie Homola, Member

ATTEST:

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Elaine Marlow, Clerk of the Board